

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

**NOTICE TO THE BAR ON DISPOSITION OF COMPUTER DISKETTES USED TO FILE
PETITIONS AND DOCUMENTS; ECF TRAINING DATES; AND ECF FILING PROCEDURE**

- **When will the planned change on computer diskette disposition become effective?** Effective **November 1, 2001**, the Clerk's Office no longer will provide filing parties with returned or substituted computer diskettes and, effective immediately, will not open any infected diskettes. The Clerk's Office will notify filing parties when such action is taken. The planned change applies to all diskettes containing documents and mailing matrices submitted for filing with the Clerk's Office.
- **Why is this planned change taking place?** Daily, the Clerk's Office receives virus- and worm-laden diskettes from filers. While the Clerk's Office checks these diskettes for virus and worm infection, there is no assurance that filers' diskettes will be cleansed of infections. Additionally, the planned change ensures that filers will not receive infected diskettes from the Clerk's Office. With the national calamity that befell the United States on September 11, 2001, and owing to the increasing number of cyber attacks that are endangering everyone's databases (including, most recently, the *Code Red*, *NIMDA* and *Peace BeTween AmeriCa and IsLaM!* worms), the Clerk's Office is undertaking these and other security measures to ensure the integrity and safety of the case and docket records of the Court. **Bar members are strongly encouraged to purchase, install, use and frequently update antiviral software for their offices. Bar members also are strongly encouraged to check all diskettes for viruses and worms before submitting such diskettes, for filing, to the Clerk's Office.**
- **I am aware of the planned changes in bankruptcy case administration that will take effect as of January 1, 2002, (see the Clerk's September 17, 2001, notice). When can I obtain ECF training and whom should I contact in the Clerk's Office to arrange for such training?** Training for Bar members and their support staff is available at the Alexandria, Norfolk and Richmond bankruptcy court facilities. Each month, training sessions are scheduled on an as-needed basis. To reserve a space for ECF training, please contact:

- (1) **Alexandria**, Evelyn Flowers (703-258-1225);
- (2) **Newport News**, Caroline Bradley (757-222-7574);
- (3) **Norfolk**, Pat Woodhouse (757-222-7575); and
- (4) **Richmond**, Delores Jones (804-916-2435).

Only one training session (lasting between three and four hours) is required. It is important that those who require training make reservations for a training session without undue delay. Reservations for seating are taken on a first-come-first-serve basis. Please refrain from canceling scheduled training, as seats are difficult to fill with substitutes on short notice.

- For additional information about the CM/ECF System, please bookmark and visit the Court's CM/ECF Home Page at:

<http://www.vaeb.uscourts.gov/ecfnew/ecf.htm>

- **What is the proper procedure to follow when I think the CM/ECF System is not accessible for any reason?** To date, the CM/ECF System has not succumbed to successful cyber attacks. The Court strives to ensure that the CM/ECF System is reliable and accessible. When a filing party believes the CM/ECF System is not accessible, however, the filing party must speak with a deputy clerk to confirm the CM/ECF System is not accessible and advise why an immediate filing is necessary. The deputy clerks listed in the preceding paragraph initially may be contacted for this purpose. The filing party then must make arrangements to file the petition or document with the Clerk's Office by an alternate means. After submission of the petition or document to the Clerk's Office and when the CM/ECF System is accessible, a deputy clerk will take the proper steps to docket the petition or document to the CM/ECF System.

DATE: OCTOBER 1, 2001

WILLIAM C. REDDEN, CLERK OF COURT